

# **YADKIN COUNTY BOARD OF COMMISSIONERS REGULAR SESSION MINUTES**

## **Monday, December 7, 2015**

The Board of Commissioners of the County of Yadkin, State of North Carolina, met in Regular Session in the Commissioners' Meeting Room of the Yadkin County Human Resources Building located at 217 East Willow Street, Yadkinville, NC on Monday, December 7, 2015 at 9:00am.

### **Present were:**

Chairman Kevin Austin  
Vice Chairman David Moxley  
Commissioner Gilbert Hemric  
Commissioner Marion Welborn  
Commissioner Frank Zachary

**Staff present:** County Attorney, Ed Powell; County Manager, Lisa Hughes; and Clerk to the Board, Tanya Gentry.

**INVOCATION** given by Chairman Austin.

**CALL TO ORDER** by Chairman Austin at 9:00am.

**PLEDGE OF ALLEGIANCE** led by Chairman Austin.

### **Turn Gavel over to County Attorney**

Each year, the Board of Commissioners must elect a Chair and Vice Chair. Chairman Austin turned the gavel over to County Attorney Powell until this year's Chairman and Vice Chairman could be chosen.

### **Organization of the Board**

County Attorney Powell opened the floor for nominations for Chair of the Board of Commissioners.

**Commissioner Welborn nominated Kevin Austin for Chairman. Commissioner Zachary second.**

There were no further nominations. **Commissioner Welborn made a motion to close nominations.**

**Commissioner Zachary second.** County Attorney Powell called for a vote for Commissioner Austin to serve as Chairman of the Board.

**Vote: 5/0.**

County Attorney Powell opened the floor for nominations for Vice Chair of the Board of Commissioners.

**Commissioner Zachary nominated David Moxley for Vice Chairman. Chairman Austin second.** There were no further nominations. **Commissioner Welborn made a motion to close nominations.**

**Commissioner Hemric second.** County Attorney Powell called for a vote for Commissioner Moxley to serve as Vice Chairman of the Board.

**Vote: 5/0.**

The gavel was turned over to Chairman Austin.

### **Set Meeting Schedule**

The Board reviewed the following proposed **Board of Commissioners Meeting Schedule for 2016:**

<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>
Monday	January 4, 2016	9:00 am
Tuesday*	January 19, 2016	7:00 pm
Monday	February 1, 2016	9:00 am
Monday	February 15, 2016	7:00 pm
Monday	March 7, 2016	9:00 am
Monday	March 21, 2016	7:00 pm

Monday	April 4, 2016	9:00 am
Monday	April 18, 2016	7:00 pm
Monday	May 2, 2016	9:00 am
Monday	May 16, 2016	7:00 pm
Monday	June 6, 2016	9:00 am
Monday	June 20, 2016	7:00 pm
Tuesday*	July 5, 2016	9:00 am
Monday	July 18, 2016	7:00 pm
Monday	August 1, 2016	9:00 am
Monday	August 15, 2016	7:00 pm
Tuesday*	September 6, 2016	9:00 am
Monday	September 19, 2016	7:00 pm
Monday	October 3, 2016	9:00 am
Monday	October 17, 2016	7:00 pm
Monday	November 7, 2016	9:00 am
Monday	November 21, 2016	7:00 pm
Monday	December 5, 2016	9:00 am
Monday	December 19, 2016	7:00 pm

\*Rescheduled for Tuesday due to Holiday on Monday

#### **Tentative Joint Board of Commissioners/Board of Education Meetings**

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Monday	February 29, 2016	TBD
Monday	May 30, 2016**	TBD
Monday	August 29, 2016	TBD
Monday	October 31, 2016	TBD

\*\*Holiday

The schedule for the Joint Meetings with the School Board is labeled as tentative at this time. The times for the meetings will be determined when the date of the meeting is confirmed. **Commissioner Hemric made a motion to adopt this schedule of proposed meetings for 2016. Vice Chairman Moxley second. Vote: 5/0.**

#### **ADJUSTMENTS TO/ADOPTION OF THE AGENDA**

Commissioner Welborn requested that item #2 pertaining to the Room/Area Naming Opportunities for the Yadkin County Agricultural and Educational Building be moved to Closed Session. **Commissioner Welborn made a motion to adopt the Agenda with the noted change. Commissioner Zachary second. Vote: 5/0.**

#### **PUBLIC COMMENTS**

There were no public comments. Chairman Austin closed the Public Comments at 9:06am.

#### **APPROVAL OF MINUTES**

The November 16, 2015 Regular and Closed Session Minutes were reviewed. **Vice Chairman Moxley made a motion to approve both sets of minutes as presented. Commissioner Welborn second. Vote: 5/0.**

#### **REPORTS/REQUESTS OF THE BOARD**

##### **Human Services Update**

Kim Harrell addressed the Board. The vacant Assistant Director position was filled by an internal applicant. That created a Social Work Supervisor position vacancy. That vacant position was posted and interviews of some of the candidates for the position will begin this afternoon. They are preparing for SSBG IV-E monitoring that will occur on December 15, 2015. Those are the two funding sources that fund foster care, adoptions, and most of adult services. They received notice that their information for their Case and Procedural Error Rate desk review for Food and Nutrition services is due in Raleigh by next Monday. There are continued concerns regarding the timeliness of the processing of Food & Nutrition applications in North Carolina. On the week ending November 20, 2015 the State's timeliness rate was 87.7%. Yadkin County's timeliness rate for that week was 89.29%. The USDA timeliness rate goal jumps up to 95% on January 1, 2016. That will be a hard goal for the State to meet and maintain. Human Services began taking LIEAP applications on December 1, 2015. As of Friday, approximately 70 applications had been submitted. They are continuing to work on the Community Health Assessment. It should be ready to present to the Board in February or March. They have an opening for a WIC Supervisor due to the retirement of an employee. Applications are being taken for that position. They had their final walk through for re-accreditation on November 12, 2015. The annual GO FAR race was held on November 21, 2015. It was a very successful year for that. Approximately 175 students and 30 adults participated in the race.

## CONSENT AGENDA

**Commissioner Zachary made a motion to approve the Consent Agenda items. Vice Chairman Moxley second.**

**Vote: 5/0.**

The Consent Agenda items that were approved by the Board are as follows:

### **Rescind Human Services DSS Budget Amendment and Approve Revised Budget Amendment**

A previously approved budget amendment did not contain all of the lines that needed to be adjusted. The following budget amendment needs to be rescinded so a corrected budget amendment can be approved:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
State SSBG	1045320-42214	15,755	(5,286)	10,469
SSBG – Federal	1045320-42215	99,460	(11,593)	87,867
TANF Child Welfare	1045320-42277	20,085	(146)	19,939
TANF SSBG	1045320-42276	15,755	(298)	15,457
LIEAP Admin/Energy	1045320-42223	149,635	(591)	149,044
TANF (WorkFirst Block Grant)	1045320-42275	293,270	(2,969)	290,301
State in Home	1045320-42216	24,930	(149)	24,781
APS	1045320-42238	17,575	(4,394)	13,181
Adult Home Specialist	1045320-42219	11,230	(2,851)	8,379
Crisis	1045320-42221	149,635	23	149,658
Crisis	1055320-57840	149,635	23	149,658

The following budget amendment has been corrected so that it includes all of the necessary lines:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
State SSBG	1045320-42214	15,755	(5,286)	10,469
SSBG – Federal	1045320-42215	99,460	(11,593)	87,867
TANF Child Welfare	1045320-42277	20,085	(146)	19,939
TANF SSBG	1045320-42276	15,755	(298)	15,457
LIEAP Admin/Energy	1045320-42223	149,635	(591)	149,044
TANF (WorkFirst Block Grant)	1045320-42275	293,270	(2,969)	290,301
State in Home	1045320-42216	24,930	(149)	24,781
APS	1045320-42238	17,575	(4,394)	13,181
Adult Home Specialist	1045320-42219	11,230	(2,851)	8,379
Crisis	1045320-42221	149,635	23	149,658
Crisis	1055320-57840	149,635	23	149,658
Salary	1055300-51010	2,317,025	(24,442)	2,292,583

SS	1055300-51300	143,775	(1,503)	142,272
Medicare	1055300-51310	33,625	(352)	33,273
Retirement	1055300-51330	161,335	(1,738)	159,597
401K	1055300-51360	23,310	(242)	23,068

When the original FY2016 Budget was adopted, the actual funding amounts for these programs were not known so estimates were used. The revised budget amendment is needed to reflect the actual funding the County received. The Board approved rescinding the budget amendment that had been approved on 11/2/2015 and approved the revised budget amendment.

#### **Ratify the Appointment of the County Tax Assessor & Collector**

Per NCGS 105-294(a) every two to four years, at the first meeting in July, the Board needs to appoint a County Assessor and per NCGS 105-349(a) the Board also needs to appoint a Tax Collector. In Yadkin County the Tax Administrator, Phyllis Adams, serves as both the County Tax Assessor and the Tax Collector. The Board appointed Phyllis Adams as the County Tax Assessor and Collector with a term to expire July 31, 2017 in accordance with the Statutes.

#### **Ratify Duke Energy Electric Service Installation Provisions**

The Board was asked to ratify the Duke Energy Electric Service Installation Provisions agreement that needed to be completed in order for Duke Energy to provide power to the new building that is being installed at Convenience Site #6 on Speer Bridge Road. The Board ratified the agreement.

#### **Smart Start Contract Amendment for Subsidized Childcare and Related Budget Amendment**

Smart Start of Yadkin, Inc. receives State funds and designates 39% of those funds to the County to be used for subsidized childcare and for administration of the Subsidized Childcare program. The subsidized childcare contract needs to be amended in order to increase the contract amount by \$36,736.00. The following budget amendment will accept the additional funding and budget it for expenditure:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Smart Start	1045320-42288	110,210	36,736	146,946
Daycare	1055320-57801	963,130	36,736	999,866

The Board approved the contract amendment and the budget amendment.

#### **Smart Start Contract Amendment for Child Care Health Consultant**

The Child Care Health Consultant promotes healthy and safe environments for children in childcare settings through consultation, training, and technical assistance services. The Child Care Health Consultant contract between Smart Start and the County needs to be amended in order to increase the contract amount by \$7,500.00. A budget amendment is not needed because these funds are already included in the budget for FY2016. The Board approved the contract amendment and authorized the County Manager to sign it.

#### **Johnson Controls General Services Contract**

Johnson Controls will provide as needed maintenance and repair services for the fire alarm system located at the Hospital. The Board approved the contract and authorized the County Manager to sign it.

#### **Inter-Local Agreement with Davie County for Inspection Services**

The Inter-Local Agreement between Davie County and Yadkin County allows either County to provide inspection services to the other County when needed. The Board approved the Inter-Local Agreement.

#### **Mutual Aid Agreement with Davie County for EMS**

The Mutual Aid Agreement between Davie County and Yadkin County allows either County to provide as needed Emergency Management services to the other County in the event of a natural or manmade disaster. The Board approved the Mutual Aid Agreement and authorized the County Manager to sign it.

#### **2015 EMPG Application and MOA**

FEMA provides EMPG funding to North Carolina to aid in insuring that emergency management activities and preparedness are being provided to the citizens of each county. EMPG funding is used primarily to offset some of the salaries paid to Emergency Management personnel. Yadkin County has received EMPG

funding for more than 10 years. Keith Vestal requested the Board approve the 2015 EMPG Application and Memorandum of Agreement (MOA). The Board approved the application and MOA and authorized the appropriate personnel to sign it.

#### **ESO Health Data Exchange Participation Agreement**

The Health Data Exchange Participation Agreement will allow EMS to use ESO Solutions, Inc. software to import patient care data into Wake Forest University Baptist Medical Center's system. Only the data for patients that are transported to their Hospital will be imported into their system. Wake Forest has agreed to pay the costs for the first year. After the first year, if Wake Forest does not agree to pay for any additional years, the County can choose to terminate the Health Data Exchange Participation agreement. The Board approved the agreement and authorized the County Manager to sign it.

#### **YVEDDI MOA for ROAP Services**

The Memorandum of Agreement (MOA) between Yadkin County and YVEDDI covers the responsibilities, processes, procedures, and reporting requirements for the ROAP funds allocated to the County and administered by YVEDDI. The Board approved the MOA for the Rural Operating Assistance Program (RAOP) and authorized the County Manager to sign it.

#### **Southern Software Contract Amendment**

Southern Software provides the Sheriff's Office with support for their RMS, HRMS, JMS, CAD, MAPS, MDIS, and paging/wireless messaging systems. A contract amendment is needed to increase the RMS portion of the contract by \$25.00. The Board approved the contract amendment and authorized the County Manager to sign it.

#### **Spillman Encroachment and Hold Harmless Agreement**

The County leases property from Betty and Odell Spillman. The Solid Waste Department uses the property as a convenience site. The septic tank the County has been allowed use of at the site is not located on the part of the Spillman property that the County leases. An Encroachment and Hold Harmless Agreement is needed with the Spillmans to allow the County to remove the vegetation that is growing over the septic tank and have maintenance work performed on the tank when needed. The Board approved the agreement and authorized the County Manager to sign it.

#### **PUBLIC HEARING/ACTION TO SET PUBLIC HEARING**

##### **Public Hearing on the Rapid Entry Key System Ordinance**

Keith Vestal addressed the Board. The Rapid Entry Key System is a system that allows the fire departments to gain entry to a building without having to either wait for someone with a key to the building to arrive and let them or bust down the door. If they wait for a key-holder to arrive to gain entry to the building and investigate and there is a fire that can mean the property has more fire and/or sprinkler system damage than it might have had if the fire departments had gotten inside sooner. If they go ahead and bust down the door, or damage the property in some other way, to gain entry to the building and it is a false alarm the property owner is not happy because of the cost of having to repair the damage. With the Rapid Entry Key System, the property owner will place the keys needed to access the building in a secure box that is mounted to the outside of the building. Each of the fire departments will be given a key to the secure box so they can open the box and get the keys to the building out. All of the secure boxes mounted on the buildings would be accessed by the same key so the fire departments would not have multiple keys to worry about. The fire departments would place their key to the secure boxes that are mounted on the buildings inside a key secure device that is properly installed on one of their fire trucks as approved by the Fire Marshal. The fire departments secure device can only be opened by fire department personnel who are authorized to do so. Each person who is authorized to access the device will be issued their own unique code. They will have to punch in their code to open the device and get the key out. An audit trail is created when the fire departments device is accessed. The audit trail contains information such as who accessed the device and how long that person had the buildings secure box key out. This is a very secure system. Chairman Austin opened the Public Hearing at 9:16am. No speakers came forward. Chairman Austin closed the Public Hearing at 9:17am.

#### **BOARD ACTION**

### **Adopt Rapid Entry Key System Ordinance**

Commissioner Welborn asked about which buildings would use the Rapid Entry Key System. Keith Vestal stated that any building with a monitored fire alarm system and/or sprinkler system would be required by the Ordinance to use the Rapid Entry Key System. The County will buy one key secure device for each of the fire departments to place on one of their fire trucks. The fire departments will have to purchase any additional key secure devices if they believe that one device isn't enough. **Commissioner Welborn made a motion to adopt the Yadkin County Rapid Entry Key System Ordinance. Commissioner Hemric second.**

**Vote: 5/0.**

### **Davis-Martin-Powell Contract Amendment & Related Project Ordinance Amendment**

Davis-Martin-Powell is the engineer for the East Bend Waterline Project. The original contract included site selection and design for a booster pump station. The site selected was at the Fire Department. After the final design was approved, the Fire Department withdrew its location as an option of where to place the booster pump station. The contract amendment is for Davis-Martin-Powell to assist the County with selecting and securing a new site. The following Project Ordinance Amendment is needed to transfer funds from contingency to pay for the additional work:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
East Bend Waterline – Engineering	4554948-51502	353,121	11,850	364,971
East Bend Waterline - Contingency	4554948-58500	156,200	(11,850)	144,350

**Vice Chairman Moxley made a motion to approve the East Bend Water Line Contract Amendment with Davis-Martin-Powell and approve the related Project Ordinance Amendment as presented. Commissioner Zachary second.**

**Vote: 5/0.**

### **Davis-Martin-Powell Task Order #9 & Related Project Ordinance Amendment**

The County has a global general services contract with Davis-Martin-Powell. It allows Task Orders to be assigned to them when needed. Task Order #9 is for them to provide the professional services needed to prepare the Appalachian Regional Council (ARC) Grant Application and the Drinking Water State Revolving Fund (DWSRF) loan application. As part of these services they updated the Engineering and Environmental Report to meet the requirements of the two applications. The following Project Ordinance Amendment is needed to transfer funds from contingency to pay for the work:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
East Bend Waterline – Engineering	4554948-51502	329,321	23,800	353,121
East Bend Waterline - Contingency	4554948-58500	180,000	(23,800)	156,200

**Vice Chairman Moxley made a motion to approve Task Order #9 with Davis-Martin-Powell and approve the related Project Ordinance Amendment as presented. Commissioner Welborn second.**

**Vote: 5/0.**

### **CALENDAR NOTES**

- 1) December 22, 2015 – Employee Christmas Dinner from 11:00am – 2:00pm at Yadkinville United Methodist Church.
- 2) December 23 – 25, 2015 – County Offices Closed for Christmas.
- 3) January 1, 2016 – County Offices Closed for New Year's Day.

### **MANAGER'S REPORTS/BOARD ACTION**

#### **Transportation Improvement Plan**

The DOT has made some revisions to the Transportation Improvement Plan for Divisions 9 and 11. County Manager Hughes went over a few of the revisions. One of the revisions is that some pavement rehabilitation work in Yadkin County has been moved up from FY20 to FY19.

### **Davie County/Mocksville License Plate Agency**

The Davie County License Plate Agency that was in Mocksville closed a few months ago. That is having a big impact on our License Plate Agency here in Yadkinville. The lines are getting longer and longer and it is particularly bad on Fridays. At 5:00pm on Wednesday the line was almost all the way to the door. The policy is that if you are not in line by 4:30pm you will have to come back another day. People are making sure that they are in line by 4:30pm so when the line is long like that then the employees have to work late to help everyone. At a future meeting County Manager Hughes may request the Board approve the hiring of some additional temporary help.

### **MANAGER'S BUDGET AMENDMENTS & CONTRACTS / NO ACTION REQUIRED**

#### **D&F Catering Contract**

D&F Catering will provide catering services for the annual employee Christmas luncheon.

### **BOARD VACANCIES/APPOINTMENTS**

#### **Human Services Advisory Committee**

There is a vacancy for a dentist on the Committee.

#### **Joint Nursing Home and Adult Care Home Community Advisory Committee**

There is a vacancy on the Committee.

### **COMMISSIONER COMMENTS**

**Commissioner Zachary** thanked everybody for being here this morning. He thanked Kim Harrell for her presentation. It is getting close to the Christmas season. There have been a lot of good holiday activities in Yadkin County. The County employees Christmas luncheon is coming up on the 22<sup>nd</sup>. He is looking forward to that.

**Vice Chairman Moxley** thanked everyone for coming out. He thanked Kim Harrell for her update. She keeps the Board well informed of everything that is going on with Human Services. He attended the Yadkinville Christmas parade on Saturday. The weather was great and the parade was really nice. He didn't get to make the one in Boonville but he heard their parade was really nice also. A lot of Christmas activities are starting up now. Everyone is getting in the holiday spirit.

**Commissioner Hemric** thanked everyone for coming out this morning. He thanked Kim Harrell for her report. He thanked Keith Vestal for his presentation on the Rapid Entry Key System. The Christmas season is starting up and everything is looking good.

**Commissioner Welborn** said it was good to see everyone who was here today. He hoped everyone had a good Thanksgiving. He wished everyone a Merry Christmas and a Happy New Year. He attended the Yadkinville parade and it turned out real big this year. There were a lot of people there. On Saturday his granddaughter broke a high jump record.

**Chairman Austin** thanked the staff for all their work. The Christmas parade was a good one. He heard comments about it being the best one ever and he agrees. He hated he had to miss the one in Boonville. He was doing some volunteer work on Friday and Saturday. He recognized the Forbush cheerleaders for winning another State championship. They will go on to compete in the nationals. He wished them the best of luck.

**Chairman Austin made a motion to go into Closed Session pursuant to NCGS 143-318.11(a) (1)(3)(4)(5)(6) to discuss Personnel Matters and to Protect Personnel Information that is Confidential under NCGS 153A-98, and to discuss the potential Location or Expansion of Industries or other Businesses in the County, to Establish the County's Negotiating Position for Acquiring Real Property and to Instruct the County Staff on that Position, and to have a Privileged Consultation with our County Attorney. Commissioner Welborn second.**

**Vote: 5/0.**

After a motion to come out of Closed Session was made and the Board was in **Open Session**, **Commissioner Hemric made a motion to extend the meeting. Commissioner Welborn second.**

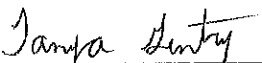
**Vote: 5/0.**


**Chairman Austin made a motion to return to Closed Session for all the reasons previously stated. Commissioner Zachary second.**

**Vote: 5/0.**

After a motion to come out of Closed Session was made and the Board was in **Open Session**, **Vice Chairman Moxley made a motion to adjourn. Commissioner Zachary second.**

**Vote: 5/0.**

  
\_\_\_\_\_  
Prepared by Tanya Gentry  
Clerk to the Board

  
\_\_\_\_\_  
Kevin Austin, Chairman  
Yadkin County Board of Commissioners

12/21/15  
\_\_\_\_\_  
Date approved by the  
Yadkin County Board of Commissioners